

# **Level 2 Report Explanation:**

## **Student Course Grade Missing Report**

The purpose of this report explanation is to assist EMIS Coordinators in reviewing the (MISS-001) Student Course Grade Missing Report.



Revised: October 20, 2022

## **REVISION HISTORY**

The revisions to this document are listed in the table below.

<b>Date</b>	<b>Description</b>
10/20/22	Added result code for students who dropped a course (see change 23-114); updated mapped courses information.
4/22/22	Added language for mapped courses in Process Description.
3/24/22	Report explanation first produced and posted.

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# (MISS-001) STUDENT COURSE GRADE MISSING REPORT

## FUNCTION AND PURPOSE

Student Course Grade (FR) Records are required to be reported by any EMIS reporting entity that reports Course Master (CN) and Student Course (GN) Records for courses in which high school credit could be earned. Traditional districts, JVSs, community schools, and STEM districts that report at least one course earning high school credit will receive a Student Course Grade Missing Report if the course ended more than 30 days ago and a final grade has not been reported for one or more students enrolled in the course.

If this report explanation—in concert with the EMIS Manual—does not answer your questions or help you to resolve your issues with this report, then the normal path to getting help with EMIS reporting should be followed. The first point of contact should be the EMIS coordinator, followed by the Information Technology Center (who will contact the EMIS helpdesk when necessary), and finally ODE EMIS directly.

The sections below list the data that appears on this report, the data calculated for this report, and information regarding the processing of the report.

## PROCESS DESCRIPTION

A row is included on the Student Course Grade Missing Report when all of the following statements are true:

- The High School Credit amount as reported on the Course Master (CN) Record is greater than zero,
- The Course End Date as reported on the Course Master (CN) Record is more than 30 days prior to the current date, and
- A Student Course Grade (FR) Record with Grade Status ‘F’ (the summative or final grade for the course) has not been reported for a student enrolled in the course.

In the case of mapped courses, both the “Mapped From” and “Mapped To” courses will be evaluated to determine if a final grade has been reported.

## REPORT

### *Layout and Fields*

The Student Course Grade Missing Report is a Level 2 Report that can be accessed from the Data Collector. The report name is (MISS-001) Student Course Grade Missing.

Below is an example of how the data will appear on the report.

RPTING LEA IRN	FY	SSID	LOCAL CLASSRM CODE	LOC IRN	LEVEL 2 REC TYPE CODE	RE-SULT CODE	ERR SEV CODE	SUBJECT CODE	COURSE END DATE
012345	2022	HW1234567	123456789	123456	MISS-001	MS001	C	123456	01/01/2022

Listed below are the fields that will be displayed on the Student Course Grade Missing Report.

**RPTING LEA IRN (Reporting Local Education Agency IRN).** The IRN of the LEA receiving the report.

**FISCAL\_YEAR.** The fiscal year in which the data displayed on the report was reported.

**SSID (State Student ID).**

**LOCAL\_CLASSRM\_CODE.** The code reported by the LEA that uniquely identifies a classroom.

**LOC\_IRN (COURSE\_LOCATION\_IRN).** The IRN of the school or district where the course is offered.

**LEVEL 2 REC TYPE CODE.** This is the name of the report (MISS-001).

**RESULT CODE (Result Code).** The Result Code is assigned based on course completion. “MS0001” is assigned when the student has completed the course. “MS0002” is assigned when the student is reported as withdrawn from the course prior to the course end date.

**SEVERITY CODE.** Each row on the report will be assigned the following severity.

Severity Code

Severity	Description
C	Critical

**SUBJECT CODE (Subject Code).** The subject code of the course as reported by the LEA on the Course Master (CN) Record.

**COURSE END DATE.** The last day of the course as reported by the LEA on the Course Master (CN) Record.